

SUMMARY OF THE
NELAC PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
March 26, 1997

The National Environmental Laboratory Accreditation Conference Program Policy and Structure Committee convened by teleconference on Wednesday, March 26, 1997. Dr. Kenneth Jackson, Chair of the Committee, led the meeting. A list of action items is provided in Attachment A and a list of participants is given in Attachment B. Materials distributed to Committee members included an amended version of section 1.9.1 along with Dr. Jackson's "new version" of the same section, comments on the Chapter by the State of Illinois and comments by Ms. Marlene Moore.

Dr. Jackson opened the meeting with a discussion of section 1.9.1. The following changes were made:

- The first paragraph, second and third sentences were changed to read as follows - **Accreditation will be granted for the methods used by the laboratory on an individual analyte basis; e.g., a laboratory determining lead by both inductively-coupled plasma mass spectrometry and graphite furnace atomic absorption spectrometry would be accredited for lead by both methods. Loss of accreditation for an analyte would not automatically result in loss of accreditation for all other analytes accredited under the method, provided the laboratory remained proficient in the determination of the other analytes.**
- In the second paragraph, third sentence, the sentence was changed to read as follows - **In all cases, a NELAC accredited laboratory must be accredited for the specific method it uses.**
- In the second paragraph, fourth sentence the words "for compliance with the regulations" were deleted.
- In the second paragraph, the fifth and sixth sentences were deleted.
- In the second paragraph, the seventh and eighth sentences were changed to read: **In those cases where the test method is not mandated by regulation, the laboratory must be accredited for the specific method used in its laboratory, as documented in the laboratory's SOP (see Chapter 5). This method must meet the relevant start-up, calibration, and ongoing validation and QC requirements specified in Chapter 5. The field of testing approach allows for the incorporation of performance based measurement systems (PBMS) by substituting PBMS for the specified analytical methods when allowed under EPA regulations.**
- The third paragraph was changed to read as follows - **The field of testing structure eliminates redundancy by allowing for the incorporation of new**

methods or new instrumentation without the laboratories repeatedly demonstrating the basic requirements. This structure defines the scope of accreditation for inclusion on the laboratory accreditation certificate. The on-site assessment, proficiency testing evaluation, and data assessments are the processes for assessing the capabilities of the laboratories within the field of testing structure. These processes, defined in Chapters 2 and 3, do not necessarily evaluate all tiers within the fields of testing, but are comprehensive enough to assure the accrediting authority that a system is in place that produces data of known and documented quality.

- The title of Section 1.9.1 was changed to **Fields of Testing**.

Ms. Jeanne Mourrain suggested a need for clarification of field of testing for accreditation and field of testing for PT. Dr. Jackson is going to discuss this issue with Andrea Jirka, Chair, Proficiency Testing Committee.

Ms. Mourrain is to address the requirements for a **secondary accrediting authority** with John Anderson.

The Committee continued its review of the sections remaining. The changes are as follows:

1.6.2.3.2 - The second paragraph was changed to read, “. . . **and will retain its legal authority . . .**”

- 1.6.3 - The second sentence of the first paragraph was changed to read as follows - **However, legal requirements may, within the jurisdiction of the secondary accrediting authority, prevent recognition and acceptance of the primary authority.**
- 1.6.4.1 - This section was moved and is to be combined with 1.7.3. Tom McAninch is to rewrite this section before the next meeting.
- 1.7.3 - The second sentence should be changed to read - **The Board annually selects one of its members as its Chair.**

A discussion ensued regarding the Accrediting Authority Review Board and the Appeals Board. It was agreed that the following sentence should be added to Section 1.7.3 - **The AARB is also the Appeal Board for accrediting authority which have been denied NELAC recognition or had such recognition revoked (see Chapter 6).**

- 1.8.2.2 - In the second paragraph, last sentence, change the word “annual” to “interim.”

- 1.9.1 - A caveat should be added at the end of this section to read - **An Accrediting Authority may approve a laboratories' application to add an analyte or method to its scope of accreditation by performing a data audit without an onsite assessment. Addition to the scope of accreditation via a data review of PT performance (if available), QC performance and written SOP is at the discretion of the accrediting authority. Addition of a new technology or test method requiring specific equipment may require an on-site assessment to ensure the capability exists or where the data review indicates possible performance failures.**
- 1.9.2 - Change the title to read **General Laboratory Accreditation Requirements**

Add the word **“requirements”** after the words “supplemental accreditation” in the first and second sentences.

The last sentence should be changed to read - **Any supplemental accreditation requirements essential to meet the specific needs of an accrediting authority would be added at the method-specific or analyte level, and must be approved by NELAP and made available to all NELAC participants.**

- 1.9.3 - The last two sentences of the first paragraph were deleted.
- 1.9.10 - Delete second sentence. (Mr. Jerry Parr is to talk with Mr. Scott Siders of the Illinois EPA about their comment on this section.)

Dr. Jackson asked that Ms. Mourrain have RTI edit the Chapter and circulate it to the members. It was noted that the Coordinating committee requested all standards to be submitted by April 15.

The next conference call will be in two weeks. The tentative agenda will be the Accrediting Authority Review Board rewriting, overview of the full Chapter, and overview of the Constitution and By-laws.

ACTION ITEMS
NELAC Program Policy and Structure Committee
March 26, 1997

Item No.	Action	Date Completed
1.	Dr. Kenneth Jackson is to discuss the need for clarification of field of testing for accreditation and field of testing for PT with Ms. Andrea Jirka, Chair, Proficiency Testing Committee.	
2.	Ms. Jeanne Mourrain is to address the issue of secondary accrediting authority with John Anderson.	
3.	Tom McAninch is to rewrite section 1.6.4.1 before the next meeting.	
4.	Mr. Jerry Parr is to talk with Mr. Scott Siders of the State of Illinois EPA regarding section 1.9.10.	
5.	Ms. Jeanne Mourrain is to have RTI edit the Chapter and distribute to all members.	

Attachment B

List of Participants
 NELAC Program Policy and Structure Committee Meeting
 March 26, 1977

Name	Affiliation	Phone Numbers
Pauline Bouchard (Absent)	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514
Henry B. Bradford (Absent)	LA State Dept. Of Health and Hospitals	Tel: 504-568-2545 Fax: 504-568-5393
Steve Clark (Absent)	USEPA, OW	Tel: 202-260-7575 Fax: 202-260-3762
Ted Coopwood (Absent)	USEPA	Tel: 202-233-9358 Fax: 202-260-9651
Marcia Davis	Dept. Of Defense, Corps of Engineers	Tel: 402-697-2555 Fax: 402-697-2595
Robert Luna		Tel: 303-682-9543
Tom McAninch	Eastman Chemical Co.	Tel: 903-237-5473 Fax: 903-237-6395
Marlene Moore (Absent)	Advanced Systems, Inc.	Tel: 302-834-9796 Fax: 302-995-1086
Jeanne Mourrain	USEPA	Tel: 919-541-1120 Fax: 919-541-4101
Jerry Parr	Quanterra Environmental Services	Tel: 303-467-6611 Fax: 303-467-9136
Pat Royal (Absent)	Springborn Laboratories, Inc.	Tel: 508-295-2550 Fax: 508-295-8107
Carolyn Cross (Recorder)	USEPA	Tel: 919-541-3151 Fax: 919-541-4101